



Department of Accounting

## ACCOUNTING INTERNSHIP REQUIREMENTS

**Georgia College & State University** requirements for internships:

1. Undergraduate students must have a minimum cumulative **grade point average of 2.5**. Graduate students must have a minimum cumulative **grade point average of 3.0**.
2. Undergraduate students must have **completed all Core Curriculum** requirements in Areas A-E (60 semester hours).
3. Undergraduate students must have completed six hours in an officially declared major, have the recommendation of the major department, and have been assigned a faculty coordinator.

**The College of Business** additional requirements:

1. An internship application must be submitted and approved by the department. The department may specify requirements in addition to these College of Business requirements. The **Accounting Internship Application** can be found at the Accounting Department website.
2. The internship will provide a **learning experience appropriate for the discipline**. Only accounting tasks (rather than clerical, or other non-accounting tasks) can be counted towards the minimum hours-worked requirement.
3. An **Employer Verification Letter**, signed by the organizational representative, must be submitted before an internship application can be approved. This form can be found at the Accounting Department website.
4. The minimum hours-worked requirement is 40 hours-worked per semester hour of credit received. Detailed **daily time logs** documenting hours worked and verified by the intern's supervisor are required and will become part of the Summary Report.
5. The maximum number of credit hours that can be earned for an internship is:
  - a. 6 hours for an undergraduate internship. This assumes the minimum hours-worked requirement is met for the amount of course credit requested.
  - b. 3 hours for a graduate internship. This assumes the minimum hours-worked requirement is met for the amount of course credit requested.
  - c. Students cannot receive credit for internships in these circumstances:
    - i. The student intern is already employed by the firm offering the internship.
    - ii. The student intern is a relative of the owner of the firm or the internshipsupervisor.
6. A **Summary Report** must be submitted through GaView, no later than the last scheduled day of classes for the semester. Specific requirements for this report will be available in the Course Content Section of GaView for the student's internship course. (40% of course grade)
7. A satisfactory employer evaluation must be received no later than the last scheduled day of classes for the semester. An **Employer Evaluation** form will be available in the Course Content section of GaView for the student's internship course. (60% of course grade)